

DEPARTMENT OF THE ARMY  
U.S. ARMY GARRISON, FORT BELVOIR  
Fort Belvoir, Virginia 22060-5928

FB Supplement 1  
to AR 25-55

5 December 1997

Information Management: Records Management  
THE DEPARTMENT OF THE ARMY FREEDOM OF INFORMATION ACT PROGRAM

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History. This publication was last printed on 14 February 1996. This printing publishes changes made since that date.

Summary. This supplement establishes procedures and provides guidance on the implementation of the Army Freedom of Information Act Program at Fort Belvoir, Virginia.

Applicability. This supplement applies to all elements of U.S. Army Garrison Fort Belvoir and those tenants that receive support from the Installation Records Manager (IRM).

Suggested Improvements. The proponent of this supplement is the Directorate of Information Management, U.S. Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Directorate of Information Management, ATTN: Records Management, 10105 Gridley Road, Suite 100, Fort Belvoir, VA 22060-5840.

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\*This supplement supersedes USAFB Supplement 1, dated 14 February 1996, to AR 25-55.

AR 25-55, dated 14 April 1997, is supplemented by FB Supplement 1 as follows:

Paragraph 1-503, Prompt Action on Requests. After subparagraph d, add subparagraph e.

e. All Freedom of Information Act (FOIA) requests received directly by activities/units will immediately be forwarded to Records Management, 10101 Gridley Road, building 315, stop 5840. Requests should be handcarried, if practical.

Paragraph 5-100, Public Information. After subparagraph e, add subparagraphs f and g.

f. The Chief of Records Management, Directorate of Support Services, Directorate of Information Management is designated the Installation Freedom of Information Act (FOIA) official for U.S. Army Garrison Fort Belvoir and those tenants that receive support from the Installation Freedom of Information Act official. The FOIA official will:

(1) Administer the Freedom of Information Act Program at this installation.

(2) Assign action on requests for information to the appropriate command/activity.

(3) Coordinate requests that appear to have press interest with the Public Affairs Office.

(4) Maintain a centralized suspense control of FOIA requests received.

(5) Date/time stamp FOIA requests received.

(6) Maintain the record file of all FOIA requests.

(7) Receive and deposit all monies received from processing fees to the Defense Accounting Office.

(8) Process all FOIA requests through the Staff Judge Advocate for legal review.

g. Commanders and directors of U.S. Army Garrison Fort Belvoir and all tenant commands/activities serviced by the Installation Freedom of Information Act official will designate in writing a Freedom of Information Act coordinator to administer the FOIA program within their command/activity. A copy of the appointment order will be furnished to Records Management, stop 5840.